

**CENTRAL REGION
PROJECT DEVELOPMENT DIVISION
SENIOR TRANSPORTATION ENGINEER (SUPERVISORY)**

DUTIES STATEMENT

CLASSIFICATION TITLE Senior Transportation Engineer (Supervisory)	DISTRICT/DIVISION/OFFICE Central Region/Project Development/Program Project Management	
WORKING TITLE Project Management Support Unit (PMSU) Branch Chief	POSITION NUMBER 906-100-3031-XXX	EFFECTIVE

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT:

Under the general direction of the Central Region (CR) Office Chief, Program/Project Management (a Supervising Transportation Engineer), the incumbent will analyze engineering related problems, develop alternatives, and implement solutions. The incumbent will act in leadership role; duties will include the visionary development/implementation of project and survey data into CR and Statewide Databases and Geographic Information System (GIS). This position will also provide management and coordination of CR and Statewide Databases, Project, Resource and scheduling software and analysis of Project Management Principles within the CR Divisions. In addition, this position is responsible for decisions, actions, and consequences inherent in coordination and review activities leading to timely delivery of transportation projects.

Duties include, but are not limited to the following:

DUTIES SHALL INCLUDE:

<u>Percentage</u> Essential (E) / Marginal (M)	<u>Job Description</u>
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30% (E)	Act in a leadership role in visionary development/implementation of project management principles and task management principles through consensus building with the Region functions. Incumbent will
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coordinate with Headquarters and statewide partners to ensure an understanding of the direction of the Department on program and project management. Works closely with Region Managers, to educate, lead, and train the various aspects of project delivery which include budget management, schedule management, and risk management. The incumbent shall act independently in identifying tools, data, practices needed for Regional Divisions to meet the needs of the Region District Partners. Review and approve engineering studies prepared by Region staff.

30% (E) Supervise a team of professionals that develop and implement and maintain web based Geographic Information System (GIS Survey system) and develop and provide management reports(including technical surveys studies and investigations) extracted from the data that meet the needs of Management, Project Managers and Functional Managers to efficiently manage their projects. Incumbent is responsible for overseeing the upload of Survey data into the GIS database and for working with Regional staff to ensure an understanding of what the data represents. The incumbent will coordinate the development with the Central Region GIS survey team. Act as a liaison with Headquarters (HQ) PMSU Branch and communicate challenges and recommends solutions: includes but not limited to GIS issues, PRSM related technical issues, survey issues, policy and procedure issues, data quality/data quality assurance and the impacts to project delivery. Responsible for providing PRSM training for CR Divisions and troubleshooting PRSM technical issues. Incumbent will also lead, coordinate, and manage the team forums for the Region Districts and Region Divisions on PMSU topics and recommend strategic solutions that are consistent across the region Districts.

20% (E) Oversee and maintain the following Regional web based databases: On-line Project Information (OPI); and Project Resource and Schedule Management (PRSM). Duties will include developing and providing management reports (including surveys reports) extracted from the data that meet the needs of Management, Project Managers and Functional Managers to efficiently manage their projects. Coordination of security roles associated with PRSM and various Task management processes in the CR while ensuring it meets the needs of project delivery. Incumbent is responsible for overseeing uploading of PRSM data into the OPI database and for working with Regional staff to ensure an understanding of what the data represents.

- 10% (E) Acts as liaison and works closely with Regional Divisions and Districts in developing Task Management principles and business processes with incorporation of statewide databases and tools ensuring that works in a project delivery environment. Incumbent will be responsible for developing project earned values indicators emphasis on Project Development (Design and Surveys). Also, will be responsible for implementation and hindsight analysis of Task Management CR-Wide. Ensure various HQ software and databases provides tools and reports to assist Task managers and Functional Managers to control costs and manage schedules and the ability to report status on project tasks.
- 5% (M) Assist Management, Project Managers and Functional Managers with development of Capital project workload and allocation reports. This includes developing reporting tools to better assist in the management of capital Program and project workload allocations. Also, responsible for trouble shooting project problems through analysis of project information (schedule, resources, funding) from the various reporting tools and databases and for strategize with Management, Project Managers, and Functional Managers to find alternatives to successfully deliver projects. Emphasis on Project Development (Design and Surveys).
- 5% (M) Advises Project Development Division Chief on critical decisions, issues, and strategy development from a HQ/District Central Region perspective for efficient and effective program/project delivery. Emphasis on Project Development (Design and Surveys).

SUPERVISION EXERCISED

The incumbent will perform a full range of supervisory duties for multiple classifications: Transportation Engineers, Transportation Engineer Technicians (TET), Transportation Surveyors, and various administrative classifications.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

This requires an understanding of the Caltrans and Central Region organization, departmental policies and procedures, transportation engineering, survey engineering, project delivery process, programming process, project management concepts, task management principles and resource development process.

Knowledge of Computer software and databases utilized by the Department i.e. PRSM, Microstation, AMS Advantage/Info, Geographic Information System (GIS) CTIPS, Open Workbench.

The incumbent must have the ability to provide leadership and communicate effectively both orally and in writing with all classification levels including executive management within the Region and District. In addition, must have the ability to be politically sensitive to problems and issues, effectively plan and organize work and work efficiently and effectively with others to achieve a common goal.

The incumbent must have a thorough understanding of the Department's mission to deliver projects on schedule within budget. This understanding must include sound technical knowledge of the expectations of Regional Functional units involved in the project development process. Ability to provide leadership to multi-discipline teams to develop strategies and build consensus to improve the project development process through practices, tools and reporting.

Must have the ability to use good judgment and interpersonal skills to plan and direct the work of others; prepare technical correspondence and complete comprehensive reports; Communicate effectively both orally and in writing; analyze situations accurately and adopt an effective course of action; ability to lead and coordinate and negotiate to a common understanding.

The position will analyze departmental (HQ) program requirements and apply those expectations in a Regional setting. Also, the position will perform a full range of analyzing and development of recommendations; both technical and administrative solutions to sensitive existing and proposed department policies, business practices. This position will also act in a leadership role developing in regional business practices. This position requires day-to-day analysis and monitoring of the progress of all COS projects, programs, and support activities by thorough analysis of data.

This position will require possession of a valid California Professional Engineer License.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

The incumbent is responsible for exercising a wide range of initiative and for working independently when carrying out Program and resource allocation duties. Consideration of all input and pertinent factors is crucial to reaching conclusions and taking appropriate actions.

This position requires the incumbent to be able to anticipate problems and identify issues that may affect project delivery and/or cost. Failure to identify and resolve issues early or failure to coordinate and monitor can result in project slippage and/or cost increases. Failure to coordinate and provide accurate information may result in publishing of erroneous project information. These types of failure will lead to distrust on the part of the Regional Districts, Region Divisions, Headquarters, California Transportation Commission (CTC), the local agencies, and other entities, and a lack of credibility concerning Caltrans' ability to deliver its program.

PUBLIC AND INTERNAL CONTACTS

The incumbent must maintain an effective, cooperative, and professional working relationship with Project Development Staff (Survey staff and Design Staff), Project Managers, Functional Managers, Contract Managers, Region Management, District Management, Headquarters staff and Headquarters Management.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

The work of the incumbent is detailed, complex and variable and requires independent action and decision-making. The incumbent will be required to deal with a number of multitasking assignments and short turn around deadlines. The incumbent will also be required to prioritize work assignments and may be subjected to high levels of stress related to project delays, costs and schedules.

Must be able to develop and maintain cooperative working relationships and have the ability to focus and concentrate for long periods of time. Must have the ability to lead and encourage others to perform and provide quality service for high performance. Must quickly grasp new information and comprehend policies and procedural documents

The incumbent may be required to sit for long periods of time using personal computer and attend meetings Employee may also be required to travel to attend meetings, both day and evening.

WORK ENVIRONMENT

The incumbent will primarily work in a climate-controlled office under artificial lighting. Due to periodic problems with the heating and air conditioning, the building temperature may fluctuate

Certification

I have read and understand the duties listed above and certify that I can perform the duties with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the hiring the supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE Signature

DATE

Print Name

I have discussed with and provided a copy of this duty statement to the employee named above.

SUPERVISOR Signature

DATE

Print Name